

CHAPTER 6**TRANSFERRING A LICENSE****In This Chapter**

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Occasionally foster parents request to be supervised and supported by a Supervising Agency other than their current one. This request is called a transfer. Technically, the term “transfer” is only partially correct. When a foster family transfers from one Supervising Agency to another their current license is terminated and they are reinstated with the new agency, receiving a new facility identification number. For a discussion of the ethical issues surrounding transfers, see the ethics portion of Chapter 8, “Critical Practice Issues.”

Transferring a license requires two administrative actions.

1. **Termination.** The agency that has been supervising the foster parents must fill out a DSS-5015 to ask the Licensing Authority to terminate the foster parents’ license. They pass this on to the new agency, which submits it as part of the transfer package.
2. **Reinstatement.** The agency that the foster parents are transferring to must request that a license be issued to the foster parents with their agency listed as the Supervising Agency. The foster parents receive a new facility ID number, but retain their current licensure period.

The Transfer Process

The transfer process is fairly straightforward. Once the foster parents have talked with the new agency and that agency has expressed a desire to supervise them, the transfer must take place within 90 days of the foster parent’s request. It is imperative that the custodians of any children in the home be notified by both agencies of this change to allow for a seamless transition of services for the foster family and children placed in the home. The transfer process involves the following three steps.

1. Foster parents sign a release form indicating their desire to transfer to another agency. Ideally the foster parents will discuss with their current agency the reasons they wish to transfer.
2. When requested to do so the current agency will provide the following to the receiving agency:
 - Most recent mutual home assessment
 - Documentation of training
 - Other licensure forms (e.g., fire inspection, environmental checklist, TB test records, etc.)
 - A cover letter about the transfer. The letter should state whether there are foster children in the home. If there are foster children in the home, the cover letter should indicate that the custodians of the children have been notified of the transfer.
 - A Foster Care Facility License Action Request DSS-5015 turnaround (preprinted by the state) marked “terminate” in ink
3. The new agency must do the following:
 - Complete a brief mutual home assessment demonstrating the agency is familiar with the family and aware of their skills and abilities
 - Complete a cover letter about the transfer. The letter should state whether there are foster children in the home. If there are foster children in the home, the cover letter should indicate that the custodians of the children have been notified of the transfer.
 - A new Foster Care Facility License Action Request DSS-5015 completed by the new agency with current information
 - If applicable, a relicensure packet
 - If the family has moved, be sure to include an address change packet



Best Practice Tip: When foster parents want to transfer to another agency, the original Supervising Agency should provide them with a release to sign.

The Perfect Transfer Package

If foster parents are transferring from another agency to your agency you must complete a “perfect transfer package.” The contents of this package are described in the box below.

The Perfect Transfer Package

- Cover letter from the new agency
- Cover letter from previous agency
- New DSS-5015 – Foster Care Facility License Action Request from the new agency
- Turnaround DSS-5015 from previous agency
- A Brief Mutual Home Assessment by the new agency

Timeframes

If all paperwork is complete, transfer requests received on or by the 20th of the month will be effective on the first day of the same month. For example; if a complete transfer package is received on May 11, the license will terminate from the previous agency on April 30, and be effective with the new agency on May 1.

Any packets received or complete after the 20th will be effective with the new agency on the first day of the following month. For example; if a packet is received on May 25, the license will terminate from the previous agency on May 30 and be effective with the new agency on June 1.

The Licensing Authority strongly encourages the foster family’s “old” and “new” Supervising Agencies to work in partnership during the transfer process. It is imperative that the custodians of any children in the home are notified of this change by both agencies. Agencies need to have an understanding and agree when the transfer is to take place, to allow a seamless transition for the foster family and continued services for any child that is in the home.

Things to Remember When Transferring a License

- New agency should gather required information and send in **as one single packet**
- If you are requesting a foster home become therapeutic, include documentation that all caregivers have received the additional training to provide therapeutic services
- If the licensure period ends the same month as the transfer, as relicensure packet must also be completed
- Be sure that the foster parents are aware that they will receive two separate letters from the Licensing Authority, one stating that their original license has been terminated and one with their new license number